





الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونُسُ بْنُ سَيِّدِي إِسْلَاهُ أَنْبَاءُ رَجَسْنَا مِلْدَسِيَا  
Garden of Knowledge and Virtue

Title : Application for Academic Staff to Participate in Local Course/Workshop/ Talk/ Seminar/ Others for Professional Development  
Ref. No. : IIUM/CFS/SP/04  
Version No. : 04  
Revision No. : 00  
Effective Date : 15<sup>TH</sup> April 2025

## APPLICATION FOR ACADEMIC STAFF TO PARTICIPATE IN LOCAL COURSE/ WORKSHOP/ TALK/ SEMINAR/ OTHERS FOR PROFESSIONAL DEVELOPMENT

Prepared By:	Approved By:
(Signature) 	(Signature) 
Name: Muhammad Ng Chee Hong bin Ng Ban Choi	Name: Hasanul Basri bin Abdullah
Position: Coordinator (CPDU) Centre for Foundation Studies, IIUM	Position: Dean Centre for Foundation Studies, IIUM
Date: 15 <sup>TH</sup> April 2025	Date: 15 <sup>TH</sup> April 2025

## 1.0 OBJECTIVE

Managing and handling activities related to professional development of academic and administrative staffs at CFS IIUM in accordance with the standard stipulated by the IIUM.

## 2.0 SCOPE

This procedure is prepared to ensure all participations related to professional development of academic and administrative staff are approved by the CFS IIUM.

## 3.0 ACCOUNTABILITY

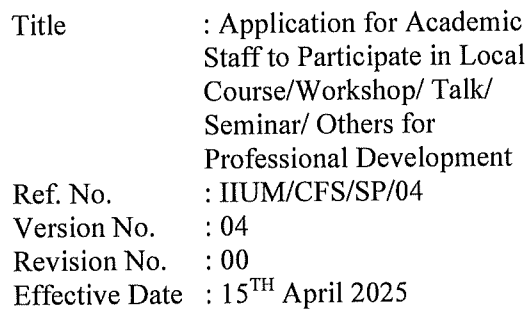
- 3.1 HoD
- 3.2 CPDU
- 3.3 Dean's Office

## 4.0 ABBREVIATION (If any)

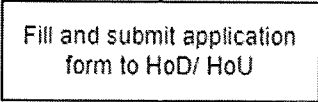

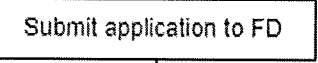
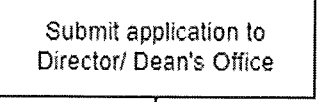

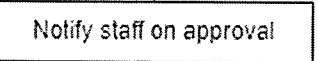
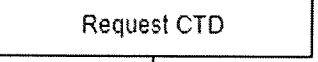
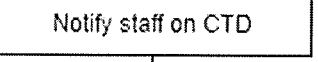

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|-----|------|--|
| 4.1 | C    | Coordinator                              |
| 4.2 | CPDU | Continuous Professional Development Unit |
| 4.3 | HRD  | Human Resources Department               |
| 4.4 | HOD  | Head of Department                       |
| 4.5 | FD   | Finance Department                       |
| 4.6 | CTD  | Continuous Talent Development            |

## 5.0 REFERENCE

- 5.1 IIUM Finance Procedure
- 5.2 Government Circulars No. 3/2013 (Putrajaya)



## 7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
ACd		Application For Academic Staff Attending Local Seminar/ Conference/ Short Courses/ Others Form
HoD		
C, CPDU/		
FD		CPDU monitor budget and training attended by staff.
Dean		
HRD		
ACd		Staff receive email confirmation of approval.
HRD		Staff submit to HRD certificate of attendance (copy) and fills training evaluation form.
		



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## ANNEXURE

1. Application for Academic Staff to Participate in Local Course/ Workshop/ Talk/ Seminar/ Others for Professional Development Form.



## APPLICATION FOR ACADEMIC STAFF TO PARTICIPATE IN LOCAL COURSE/WORKSHOP/TALK/SEMINAR/OTHERS FOR PROFESSIONAL DEVELOPMENT

Programme Title : \_\_\_\_\_

Date/ Venue : \_\_\_\_\_

Organizer : \_\_\_\_\_

Budget Requested : \_\_\_\_\_

☐ Conference ☐ Workshop ☐ Seminar ☐ Short Course ☐ Others \_\_\_\_\_

Requested by:

Name: ..... Email:.....  
Position: ..... Phone No.:.....

Head of Department

Recommended/ Not Recommended

Comments (if any)

Signature & Stamp

Date:

Continuous Professional Development Unit (CPDU)

☐ REQUIRED: Job related/ Skill Based/ Professional  
☐ GENERIC: Talk/ Motivation/ Teambuilding  
☐ OTHERS: \_\_\_\_\_

Recommended/ Not Recommended

Comments (if any)

Signature & Stamp

Date:

Note: Please attach the following document to CPDU.

No	Document	Please ( / )
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1.	Poster of the programme	
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<b>Finance Department</b>
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Recommended/ Not Recommended  
Comments (if any)

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.....  
Signature & Stamp

Date:

<b>Dean</b>
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Approved/ Not Approved  
Comments (if any)

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.....  
Signature & Stamp

Date:

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### CTD Points Only

<b>Human Resource (HR)</b>
Recommended / Not Recommended Comments (if any)
<hr/>
<hr/>
..... Signature & Stamp
Date: .....
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 10px;"></div> <div>CTD points awarded</div> </div>

Note: Please attach the following document to HRD

No	Document	Please ( / )
1.	Certificate of Attendance (Copy)	
2.	Training Evaluation Form	